



ACCOUNTING DEPARTMENT

External Services

3. ISSUANCE OF CERTIFICATE TO CONTRACTORS/DEVELOPERS - Certificate of Taxes Withheld and Remitted to BIR					
To be used as supporting document for tax refund application by the Contractors/Developers					
Office or Division:		DISBURSEMENT CONTROL DIVISION (DCD)			
Classification:		Simple			
Type of Transaction:		G2B			
Who may avail:		Contractors/Developers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Request Letter (include the number and type of copy/ies) Two (2) original copies			From the Contractor/Developer		
BIR Certificate of Tax Exemption (include the number and type of copy/ies) Two (2) photocopies			BIR, Revenue District Office		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit letter of request with corresponding BIR Certificate of Tax Exemption	1.1. Verify status of payments made to contractors and taxes withheld from contractor's folder and validate against monthly BIR remittance file	None	20 mins.	Voucher Section
2	Receive the Certificate of Taxes Withheld and Remitted to BIR	2.1. Issues Certificate to contractors		2 mins	
TOTAL			None	22 minutes	